# Privacy Notice

## Purpose and Scope

Logistics UK is committed to protecting and respecting your privacy. This Privacy Notice, together with any documents referred to within it, explains how we collect, use, store, and process the personal information you provide to us, or that we obtain about you, as part of our recruitment activities. For the purposes of the UK General Data Protection Regulation (UK GDPR) and applicable data protection legislation, Logistics UK is the Data Controller responsible for the processing of your personal information.

Please read this Privacy Notice carefully to understand how Logistics UK handles your personal data and the measures we take to protect it throughout the recruitment process.

## Process

### Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited to those purposes.
- Accurate and kept up to date (providing you notify us of any changes or amendments).
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### What Types of Personal Information We Hold

As part of your application submitted through our careers platform, Workable, all applicants are required to read and acknowledge our Privacy Notice.

Candidates who have not applied directly themselves and have been added to our careers page will be asked to review and accept the Privacy Notice. If this has not been completed within 30 days of notification, their details will be automatically removed from the system.

We use Workable, an online recruitment platform provided by Workable Software Limited, to support our recruitment activities. Workable processes personal information on our behalf and acts as a data processor. It may only process your personal data in accordance with our instructions.

If you apply for a role advertised by us, this Privacy Notice applies to our processing of your personal information and should be read alongside any other privacy information we have provided to you or made available on our website.

If you apply for a position through a job board or other third-party recruitment service provider (Partner), please be aware that the Partner may retain your personal information and collect updates regarding the status of your application. Any processing of your personal data by the Partner will be governed by the Partner's own Privacy Notice and Logistics UK do not hold any liability.

We may collect and process some or all of the following personal information:

- Information you provide when applying for a role, whether through an online job board, email, in person during interviews, or via any other application method.
- Personal details including your name, email address, postal address, telephone number, date of birth, qualifications, employment history, skills, experience, and any other information you choose to provide. Where interviews are conducted using a video interview platform, we may also process video recordings and related content.
- Records of any correspondence between you and us.
- Information relating to your progress throughout our recruitment and selection process.
- Information about your use of Workable's website, including traffic data, location data, log files, referral sources, and details of the resources and pages you access.

Workable enables us to supplement the information you provide with publicly available information that you have chosen to make available online, including professional networking, job boards and social media platforms.

Workable's recruitment technology also allows us to search a range of databases, including publicly available and commercial sources, to identify potential candidates for vacancies. These sources may contain personal information about you, including your CV. Where we identify you through these channels, we may obtain and process your personal information from those sources.

We may also receive your personal information from third parties who recommend or refer you for a specific vacancy or for employment opportunities within our organisation more generally.

**How We Store Your Personal Data**

We are committed to protecting your personal information and have implemented appropriate technical and organisational measures to safeguard it. These measures are designed to prevent personal data from being lost, misused, altered, disclosed, or accessed without authorisation.

Access to personal data is restricted to employees, contractors, and service providers who have a legitimate business need to access it. Anyone processing your personal information is required to do so in accordance with our instructions and is subject to confidentiality obligations.

We also maintain procedures for responding to suspected personal data breaches. Where required by law, we will notify you and the relevant regulatory authority of any breach affecting your personal data.

**Where We Store Your Personal Data**

Personal data that we store within our own systems is held in the United Kingdom.

As part of our recruitment process, we use Workable's recruitment platform. Information collected and processed through Workable may be transferred to and stored in locations outside the United Kingdom or European Economic Area (EEA). It may also be processed by individuals working outside the UK or EEA who provide services to us or to Workable.

In particular:

- Your personal data may be accessed by Workable personnel based in the United States.
- Your personal data may be stored on servers located in the United States and/or within the European Union by Workable's hosting providers.

Where personal data is transferred outside the UK or EEA, appropriate safeguards will be implemented to protect your information. These safeguards may include the use of approved standard contractual clauses or other legally recognised transfers.

Further information about international data transfers is available on request. We will not otherwise transfer your personal data outside the UK or EEA except where permitted or required by law.

**How Long We Keep Your Personal Data**

We will retain your personal information for up to 12 months following the conclusion of the recruitment process, unless a longer retention period is required or permitted by law.

Your personal data may be deleted earlier where:

- You request that your personal information be removed; or
- We receive a valid written request from an authorised representative acting on your behalf.

Once the retention period has expired, your personal information will be securely deleted or anonymised in accordance with our data retention procedures.

**Your Rights**

Under UK GDPR and applicable data protection legislation, you have a number of rights regarding your personal information. These rights may be subject to certain exemptions and limitations.

You have the right to:

- Request access to the personal data we hold about you.
- Request correction of any inaccurate or incomplete personal information.
- Request the deletion of your personal data in certain circumstances.

- Receive the personal data you have provided to us in a structured, commonly used, and machine readable format and, where applicable, have that information transferred to another organisation.
- Object to the processing of your personal data for direct marketing purposes at any time.
- Object to decisions made solely through automated processing where those decisions produce legal or similarly significant effects.
- Object to, or request restrictions on, our processing of your personal data in certain circumstances.
- Withdraw consent at any time where processing is based on your consent.
- Lodge a complaint with the Information Commissioner's Office (ICO) if you believe your personal data has not been processed in accordance with applicable data protection laws.
- Seek compensation where you have suffered damage as a result of a breach of data protection legislation.

**Further Information About Your Rights**

For more information about your data protection rights, including when they apply and any limitations, please refer to the guidance published by the UK Information Commissioner's Office (ICO) on individual rights under the UK General Data Protection Regulation (UK GDPR).

If you wish to exercise any of your rights, please:

- Contact us using the details provided below.
- Provide sufficient information to enable us to verify your identity.
- Provide proof of identity and address where requested.
- Clearly describe the information or processing activity to which your request relates.

**How to Make a Complaint**

We are committed to resolving any questions, concerns, or complaints you may have regarding our use of your personal information and would welcome the opportunity to address these directly.

You also have the right to lodge a complaint with a supervisory authority if you believe your personal data has been processed in breach of applicable data protection laws. You may contact the supervisory authority in the country where you work, reside, or where the alleged infringement occurred.

In the United Kingdom, the supervisory authority is the Information Commissioner's Office (ICO), which can be contacted via:

- **Website:** https://ico.org.uk/make-a-complaint/
- **Telephone:** 0303 123 1113

**Contact Us**

If you have any questions, comments, requests, or concerns regarding this Privacy Notice or our processing of your personal information, please contact:

- **Contact:** Data Protection Officer (DPO) or Human Resources
- **Email:** DPO@logistics.org.uk or hrinfo@logistics.org.uk

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